Withdrawal Reasons

Table of Contents

Withdrawal Reasons

Registration > Maintenance > District Profile > Tables > Withdrawal Reasons

This tab allows the district to maintain a table of withdrawal reason codes.

Update data:

Existing withdrawal reasons are displayed in order by code.

- System codes are displayed in the top grid and cannot be updated.
- The user code grid is displayed below the system code grid.

NOTE: Code EP (*exit from program*) in the system grid is used to indicate that a student is withdrawn from a special program. The student may or may not be withdrawn from the campus at the same time. When a student withdraws from a campus and then reenters the campus or transfers to another campus, a new enrollment record is not created.

❑ Click **+Add**.

A blank row is added to the user code (lower) grid.

code	Type a unique two-digit numeric code for the withdrawal reason.
description	Type a description for the withdrawal reason code, up to 80 characters.

❑ Click **Save**.

❑ To update a description, type over the existing description and save.

You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

Other functions and features:

🗑 Delete a row.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Back Cover